

Caedmon College Whitby



Caedmon College Whitby 16 – 19 Bursary Fund Policy Statement

College Governance Status

This policy has been adopted by the Governing Body and will be reviewed annually.

Review dates	By Whom	Approval dates
April 2014	Staff and Governors; attendance expected to remain above 85% (rather than 75%)	13.05.14
April 2015	Staff and Governors (changed to age range 16-19 from 16-18)	12.05.15
June 2016	Staff and Governors (no changes required)	23.06.16
March 2017	Staff and Governors	27.3.17
May 2018	Staff and Governors	21.5.18
June 2018	Staff and Governors	21.6.18
March 2019	Staff and Governors	18.3.19

Signed by the Chair:

Pen Cruz

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SIXTH FORM BURSARIES

Introduction

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.

The Bursary is intended to help with the hardship needs of individual students. Its intent is to “enable” a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. We expect that generally awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning. Caedmon College will seek to ensure that the funds available are:

- distributed fairly through a transparent and easily understood process
- assessed and allocated to each individual’s need, taking into account the financial circumstances of the applicant
- used to widen access to, and participation in, sixth form education.

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements are issued by the Education and Skills Funding Agency. This gives a broad overview of the Bursary Fund on the whole and instructs schools on the appropriate use of the funding.

*Please note: there is a **limited** amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. **This cannot be determined until enrolments for the academic year are confirmed and the eligible applicants are known by the Sixth Form team.***

The 16-19 Bursary Fund has two elements:

1. Priority/Vulnerable Groups

The following students will be eligible to receive a bursary of up to £1,200 per year, if agreed standards of behaviour and attendance are met:

- in care
- care leavers
- receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Students can claim Employment and Support Allowance or Universal Credit in their own right while living in the parental home – students do not necessarily need to be living independently. Please note that parents will not be able to continue to claim Child Benefit if the student successfully applies for ESA.

Attendance is expected to remain above 90% for students to receive a bursary payment and behaviour must not contravene the KS5 Code of Conduct beyond Stage 2 and align with that expected of all students attending the College.

2. Discretionary Bursaries for other Young People

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These awards will be targeted towards young people facing financial barriers to participation in Sixth Form studies. Priority will be given to those young people from families with a household income of less than £20,817. Agreed standards of behaviour and attendance as outlined above must be met. **Once this priority group are resourced, and if there are sufficient funds, the bursary will be offered to other young people to help with travel costs. The details of this will be clearly notified to parents and students at the time via assemblies, the parents' newsletter, Sixth Form Coaches and the College website.**

Application Process

- Step 1: Completed *financial assessment forms* should be returned to the Sixth Form office for confirmation of eligibility. Once confirmation of *financial eligibility* is received,
- Step 2: Applicants will be advised as to the outcome of their applications
- Successful applicants - direct payment will be made to the applicant. Essential spending to support education may be deducted directly from the ParentPay account for items such as travel, text books, visits, school lunches, etc. At the end of the academic year, any remaining Bursary money in the account will be re-allocated to other students as it must be spent within the current financial year
- Students in the priority group will receive direct payments into their bank account, three times per year
- Unsuccessful applicants will have the right of appeal
- All applications will be treated in the strictest confidence.

Both types of bursary payment are DISCRETIONARY, dependent on funds and conditional upon a student meeting the attendance and behaviour standards stated above.

Attendance and behaviour requirements align with the conduct standards expected of all students who are part of Caedmon College Whitby; ie, attendance should remain above 90% and students must not contravene the KS5 Code of Conduct beyond Stage 2.

Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a weekly basis, the College will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the College's complaints procedure, by completing the Bursary Fund Appeals form available from the Sixth form office. Any additional information you wish to provide that you feel is relevant to your application may be attached.

All appeals will be administered by the Sixth Form Co-ordinator and considered by the Principal of the College. Written confirmation of the outcome of the appeal will be sent out within 10 working days of the appeal being received.

Review of Policy

This policy will be reviewed on an annual basis, taking into account the views of the College, young people and their parents and guidance from the Department for Education and Local Authority, as applicable.